



## **UNITED STATES PROBATION OFFICE NORTHERN DISTRICT OF TEXAS**

**Position Title:** Drug Technician (Part-time)  
**Announcement:** P12-04  
**Location:** Arlington , TX  
**Closing Date:** September 14, 2012  
**Starting Salary:** 32.5 hours per week; Monday thru Friday  
\$17.45/hr to \$21.83/hr\* (CL 24)  
\*Depending upon experience

### **POSITION OVERVIEW:**

The United States Probation Office for the Northern District of Texas has an opening in the Arlington office for a Drug Technician. This position will play an integral part in our on-site substance abuse testing program. Duties include but are not limited to:

- Organize and prepare urine specimens for testing
- Verify assay meets acceptable quality control criteria
- Maintain chain of custody of urine samples received for analysis.
- Maintain paper and computerized records of test results, and inform officers of test results.
- Respond to inquiries regarding status of tests.
- Maintain and transport urine specimens for confirmation according to chain of custody procedures.
- Accept incoming mail.
- Use, calibrate, and troubleshoot laboratory equipment
- Maintain inventory of supplies.
- Coordinate urine collection schedules with vendors and officers.
- Prepare monthly statistical reports.
- Prepare discrepancy reports for samples received that do not meet the chain of custody criteria.
- Answer phones

### **CLASSIFICATION REQUIREMENTS:**

One year of specialized experience:

Progressively responsible laboratory experience requiring the regular and recurring application of procedures that demonstrate the ability to apply a body of rules, regulations, directives, and involve the routine use of specialized terminology and automated software.

**MINIMUM POSITION REQUIREMENTS:**

- Two years of general medical office experience (education above high school may substitute).
- One year of analysis experience in a medical laboratory
- Ability to receive, store, test and ship urine samples
- Ability to follow defined procedures, analyze and interpret data, and summarize results
- Detail oriented
- Ability to process mail
- Communicate effectively - written and oral
- Skill in using an automated system to enter and extract information
- Ability to work both independently and in a team environment
- Ability to push/pull up to 50 lbs.
- Ability to lift up to 10 lbs.
- Work well under deadline pressures

Two years of college level courses in biological sciences or chemistry is preferred but not required.

**BENEFITS:**

Employees are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings, health, life insurance; long term care, long term disability, vision, dental; annual/sick leave, federal holidays and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

**HOW TO APPLY:**

Qualified applicants should submit a resume (two page limit) of their work experience and educational background along with a cover letter. A copy of any certification referenced on the resume or cover letter must be included. Due to the anticipated volume of resumes, only those under consideration will be contacted. Submit application and resume to:

**Human Resources - #P12-04**

Fax: 214-753-2582

Email: [Human\\_Resources@txnp.uscourts.gov](mailto:Human_Resources@txnp.uscourts.gov)

**DISCLOSURES:**

- U.S. Probation reserves the right to modify the conditions of this job announcement without prior notice.
- Applications will be accepted from US Citizens and Non-Citizens as allowed by appropriations and statute.
- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct.
- The final candidate will be subject to a record check with law enforcement agencies and credit bureaus
- Employment with U.S. Probation is considered at-will which means that employment may be terminated at any time by either the employer or employee, with or without cause.

**\*\*U.S. Probation is an Equal Opportunity Employer\*\***

August 22, 2012